Privacy

We earn trust by protecting all personal data.

What we need to know

- We hold personal data on all our customers and employees, and we have an obligation to protect it and only use it for legitimate business purposes
- Personal data includes employee, customer and business partner information such as content of communications, phone numbers, e-mails, addresses, locations, call and payment history, salaries and health information
- All personal data is to be considered confidential
- Responsible use of personal data is instrumental in maintaining our customers' and employees' trust

What is expected of all of us

- We are open and honest with our customers and employees about how we use their data
- We ensure that personal data is processed with proper access control, security and data protection measures in place
- We stay informed of our responsibilities related to privacy when we work with projects or initiatives that involve personal data processing
- We follow established privacy procedures and processes

What to look out for

- If there is unauthorized access to personal data, including sharing of data with third parties without appropriate privacy safeguards in place
- If we are collecting data about our employees or customers which they would not reasonably expect us to collect or use in this way
- If the personal data of our employees or customers is being used in a way that may be considered intrusive
- If a government official requests information about an employee or a customer, including business records without following proper procedure
- If there are any indications that personal data has been or may be compromised

Group Policy Privacy

I want to report

If you have a concern, or suspect that the Code has been breached you can report it here.

I have a question

If you have a question about how the Code applies, or who to go to for support, you can ask it here.

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